

## Records Storage Box - Packing Instructions

The following guidelines are to be used to insure that records are packed properly in standard record storage boxes:

- ❖ Use only approved Records Center boxes (1.2 cubic feet).
- ❖ Records should be packed in the same order they are filed in the agency.
- ❖ All records in each box should belong to the same record series or must have the same retention period.
- ❖ Leave approximately one (1) inch of space in each box to facilitate retrieval.
- ❖ Records should not be placed on top of other records in the box.
- ❖ Topes of boxes **SHOULD NOT** be taped.
- ❖ The weight of each box should not exceed 35 pounds.
- ❖ Records should face the long (15 inch) side of the box. Letter size records may face the short (12 inch) end of the box to make use of available space in the back of the box (see diagram below).
- ❖ Do not mix record media (i.e. Microfiche with paper records).
- ❖ Please do not write on boxes except to number boxes (i.e. 1 of 10, A/R-01) and a BRIEF contents identifier (i.e. 1998, A-E).
- ❖ Please remove records from hanging files and 3-ring binders and place in clearly identified file folders or file pockets. (Reuse binders and hanging files for active records or return them to your office supply section for reuse).
- ❖ If you are transferring records in a media other than paper (i.e. Microfiche, audio/video tapes, magnetic media) Note media type on the transmittal with in the description of the contents for that box.

